

OEMS PRE-HOSPITAL PATIENT DATA REPORT (PPDR) PROGRAM

Installation Instructions

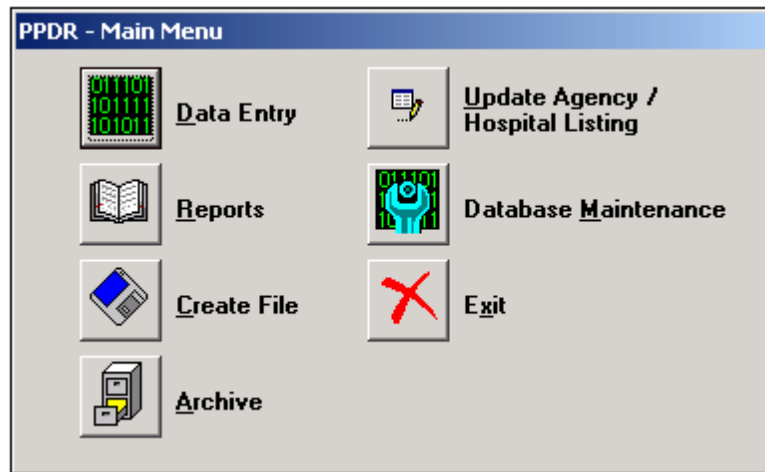
This is the eighth release of the PPDR program (Version 2.1). This program is for use on **Windows 95, 98, 2000 and XP Systems**. A CD of the most recent version has been included.

To install PPDR, complete the following steps:

1. It is recommended that you back up your PC before installing new software.
2. Insert the PPDR CD into your CD ROM drive.
3. Click on the "Start Menu" and then on "Run".
4. Type "D:\Setup.exe" at the prompt. Note: "D" in this case is the letter of the CD ROM drive.
5. The installation will then begin. It is recommended that you accept the default settings.
6. The update will take place the next time you run the PPDR program.

Using the PPDR Program:

After starting the program, the **Main Menu** will appear.

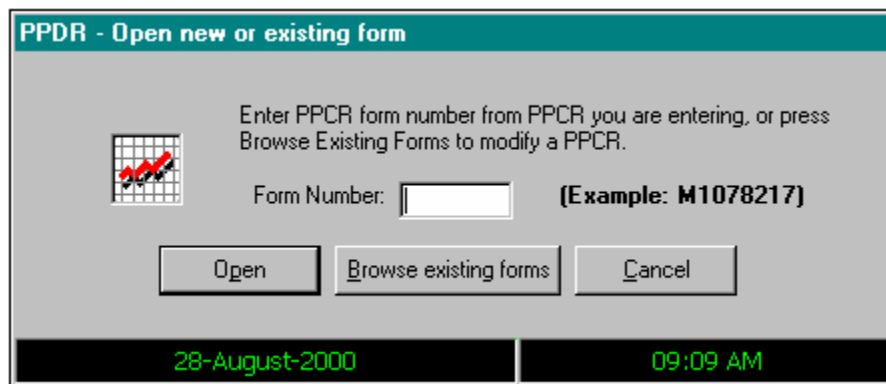


Entering Electronic PPDR Forms



The **Data Entry** function allows you to enter your PPCR forms or view existing forms.

The **Open** screen will appear which allows you to open an existing form or create a new form.



- To create a new form, enter the form number in the form number text box.
Note: The example shows an OEMS PPCR form number. Your form number does not have to be in this format.
- Click the **Browse existing forms Button**, or press ALT + B, to extend the window and display the existing forms.

PPDR - Open new or existing form

Enter PPCR form number from PPCR you are entering, or press
Browse Existing Forms to modify a PPCR.

Form Number: **(Example: M1078217)**

Incident Date	PPCR ID	Incident #	Last Modified Date
1/4/2001	M1336720	20002816	2/3/2001
1/4/2001	M1336721	20002819	2/3/2001
1/4/2001	M1336740	20002823	2/3/2001
1/4/2001	M1336741	20002825	2/3/2001
1/3/2001	M1336694	20002769	2/3/2001
1/3/2001	M1336695	20002767	2/3/2001

Note: Records in blue have been exported to a file.

23-February-2001 11:05 AM

- Highlight the form number in the window and click the **Open Button**, press ALT + O, or double click on an existing form in the list.
- The new or existing form will open and the main data entry screen will display. The **Call Tab** is selected by default.

To delete an existing form, highlight the form number in the window and click on the **Delete Button** or press Alt + D.

To change an existing form number, highlight the form number in the window and click the **Change Form ID Button** or press ALT + F. The following screen will be displayed:






Change Form ID

Enter the new form number.

Enter the new form number and click the **OK Button**. If the form number you entered already exists, you will receive an error message.

Pre-Hospital Patient Data Report - Form Number: Test

File View Help

 Call
  Patient
  MED 1
  MED 2
  MED 3

Jurisdiction Incident #: 12345678
 Incident Locality: HENRICO
 Agency #: 05254
 Incident Reported: 05/18/2001
 Location Type: 10 - Other specified location
 Type of Service: 1 - Scene
 Incident Disposition: 1 - Treated, transported by EMS
 Attendant in Charge Level: 2 - EMT
 Attendant 1 Level: 2 - EMT
 Attendant 2 Level: NA - Not Applicable
 Operator: OTH - Other
 Number of Units: 1

TIMES (24 HOUR FORMAT)

Time of Call: 0504
 Dispatched: 0505
 Responding: 0505
 Arrive at Scene: 0508
 Arrive at Patient: 0510
 Leave Scene: 0540
 Arrive at Destination: 0555
 Leave Destination: 0620
 Return to Service: 0620

Comment1:
 Comment2:

<< Back Next >> Done

Press F1 for help at any time. INS CAPS 28-February-2002 12:09 PM

1. You may use the TAB key to navigate through the input boxes.
2. Use either the up / down or left / right arrow keys to scroll through choices in the combo boxes such as "Location Type" or click on the down arrow to the right of each box.
3. The "Times" section uses the military time format. If you enter a time that is less than the previous time entered, you will receive a warning message.

Note: '0000' indicates a time of midnight.

4. Use the **Next** (ALT + E) and **Back Buttons** (ALT + B) or click on the tabs to select the different input screens (e.g. MED1, MED2). The following fields must be entered before you can move to another tab:

- Jurisdiction Incident Number
- Incident Locality
- Agency Number
- Incident Reported Date
- Location Type
- Type of Service
- Incident Disposition
- Attendant in Charge Level
- Attendant 1 Level
- Attendant 2 Level
- Operator Level
- Time of Call OR Dispatched Time
- Leave Destination OR Return to Service

Note: If a field has no value, use "NA - Not Applicable" to fill the field. For example, if there was no Attendant 2 Level, use "NA - Not Applicable" instead of leaving the field blank.






5. Double-click on the **Comment 1** and **Comment 2** labels to change to an appropriate description.
6. Use the **Done Button**, or press ALT + D, when the PPDR is complete. You will be provided the options of entering a new PPCR, modifying an existing PPCR, returning to the PPDR main menu, canceling and returning to the current PPCR, or exiting the program.
7. If all of the required fields are not complete, you will receive a message. If you choose to exit without completing all of the required fields, all of your data for that call will be lost.
8. An edit will be performed to ensure the times you entered are in chronological order. If they are not, you will be asked if this call occurred during Midnight. If you answer "No", you will be forced to correct the times before you exit.

Note: Refer to the on-line help or the PPCR Data Element Dictionary for definitions and related information on the data fields.

The **Patient Tab** contains basic information on the patient such as location, Social Security Number, age, pre-existing conditions, etc.

Pre-Hospital Patient Data Report - Form Number: M1078217

File View Help

 Call  **Patient**  MED 1  MED 2  MED 3

Patient Locality:

Patient Zip Code: ☐ Not Applicable ☐ Unknown

Patient SSN: ☐ Not Applicable ☒ Unknown

Patient Date of Birth: ☐ Unknown DOB

Patient Age: ☒ Years ☐ Months ☐ Days ☐ Unknown

Patient Race/Ethnicity:

Patient Gender:

Type of Call:

Pre-existing Conditions:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Chronic Renal Failure	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Diabetes	<input type="checkbox"/> Cancer	<input type="checkbox"/> Unknown
<input checked="" type="checkbox"/> Tuberculosis	<input checked="" type="checkbox"/> Hypertension	
<input type="checkbox"/> Emphysema	<input type="checkbox"/> Psychiatric Problems	
<input checked="" type="checkbox"/> Chronic Respiratory Failure	<input checked="" type="checkbox"/> Seizure Disorder	
<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Tracheostomy	<input type="checkbox"/> Not Applicable

<< Back Next >> Done

Press F1 for help at any time. INS CAPS 23-May-2001 11:52 AM

1. You may use the TAB key to navigate through the input boxes.
2. Use either the up / down or left / right arrow keys to scroll through choices in the combo boxes such as "Patient Locality" or click on the down arrow to the right of each box.
3. Use the **Next** (ALT + E) and **Back Buttons** (ALT + B) or click on the tabs to select the different input screens (e.g. MED1, MED2).
4. Do not leave any information blank. If the field is not applicable or unknown, choose the appropriate response.

The **MED 1 Tab** contains information on vital signs, mechanisms of injury, and Glasgow Coma Score.

The screenshot shows the 'MED 1' tab of a 'Pre-Hospital Patient Data Report' software. The window title is 'Pre-Hospital Patient Data Report - Form Number: M1207312'. At the top, there are tabs for 'Call', 'Patient', 'MED 1' (selected), 'MED 2', and 'MED 3'. The main area is divided into three sections: 'INITIAL VITAL SIGNS', 'GLASGOW COMA SCORE', and 'MECHANISMS OF INJURY'.
 - **INITIAL VITAL SIGNS:** A table with columns for Systolic, Diastolic, Pulse, and Resp. The values entered are 120, 080, 072, and 16 respectively. Below the table are radio buttons for 'Not Obtained', 'Unable to Obtain', and 'Palpated'.
 - **GLASGOW COMA SCORE:** A section with a 'GCS: 7' label. It includes dropdown menus for 'Eye' (1 - Do not open), 'Verbal' (2 - Sounds), and 'Motor' (4 - Withdraws).
 - **MECHANISMS OF INJURY:** A list of injury types with checkboxes. '23 - Stabbing' is checked and highlighted in blue. Other options include '11 - Excessive heat', '12 - Fall', '13 - Firearm injury', '14 - Lightning', '15 - Machinery accident', '16 - Mechanical suffocation', '17 - MVC-non-public road/off road', '18 - MVC-public road', '19 - Pedestrian traffic accident', '20 - Radiation exposure', '21 - Smoke inhalation', '22 - Sports Injury', '24 - Venomous Sting (plant/animal)', '25 - Water transport accident', 'OTH - Other', and 'NA - Not Applicable'.
 At the bottom, there are buttons for '<< Back', 'Next >>', and 'Done'. A status bar at the very bottom shows 'Press space bar to select/unselect item', 'INS', 'CAPS', '30-September-2002', and '01:37 PM'.

1. You may use the TAB key to navigate through the input boxes.
2. Use either the up / down or left / right arrow keys to scroll through choices in the combo boxes such as "Respiratory Effort" or click on the down arrow to the right of each box.
3. Use the **Next** (ALT + E) and **Back Buttons** (ALT + B) or click on the tabs to select the different input screens (e.g. MED2, MED3).
4. Do not leave any information blank. If the field is not applicable or unknown, choose the appropriate response.

The **MED 2 Tab** contains information on signs and symptoms, procedures, and injury description.

Pre-Hospital Patient Data Report - Form Number: N2983946

File View Help

Call Patient MED 1 MED 2 MED 3

SIGNS AND SYMPTOMS

- ☐ 18 - Palpitations
- ☐ 19 - Pregnancy / childbirth / miscarriage
- ☐ 20 - Seizures / convulsions
- ☐ 21 - Syncope
- ☐ 22 - Unresponsive / unconscious
- ☐ 23 - Vaginal bleeding
- ☐ 24 - Vomiting
- ☒ 25 - Weakness (malaise)
- ☐ OTH - Other

PROCEDURES

- ☐ 21 - Intravenous catheter
- ☐ 22 - Intraosseous catheter
- ☐ 23 - Intravenous fluids
- ☐ 24 - MAST / PASG (shock)
- ☐ 25 - Medication Administration
- ☐ 26 - Obstetrical care (delivery)
- ☐ 27 - Pacing
- ☐ OTH - Other
- ☒ NA - Not Applicable

CLINICAL ASSESSMENT

- ☐ 1 - Abdominal pain / problems
- ☐ 2 - Airway obstruction
- ☐ 3 - Allergic reaction
- ☒ 4 - Altered level of consciousness
- ☐ 5 - Behavioral / psychiatric disorder
- ☐ 6 - Cardiac arrest
- ☐ 7 - Cardiac rhythm disturbance
- ☐ 8 - Chest pain / discomfort

INJURY DESCRIPTION

☐ Not Applicable

Body Site	Injury Types
Hand, Arm	Swelling/bruising

<< Back Next >> Done

Press space bar to select/unselect item INS CAPS 28-February-2002 12:14 PM

1. You may use the TAB key to navigate through the input boxes.
2. Use either the up / down or left / right arrow keys to scroll through choices in the combo boxes such as "Clinical Assessment" or click on the down arrow to the right of each box.
3. Use the **Next** (ALT + E) and **Back Buttons** (ALT + B) or click on the tabs to select the different input screens (e.g. Call, Patient).
4. When entering Injury Description, make sure both Body Site and Injury Type are completed.
5. Do not leave any information blank. If the field is not applicable or unknown, choose the appropriate response.

The **MED 3 Tab** contains information on safety equipment, treatment authorization, receiving facility, etc.

Pre-Hospital Patient Data Report - Form Number: N2983946

File View Help

Call Patient MED 1 MED 2 MED 3

TIMES (24 HOUR FORMAT)

Check if Cardiac Arrest Call: ☐

Time Cardiac Arrest was Witnessed:

Time of 1st CPR:

Time of 1st Defibrillation:

Time CPR Discontinued:

Time Circulation Returned:

PROVIDER OF FIRST CPR

NA - Not Applicable

PROVIDER OF FIRST DEFIB

NA - Not Applicable

DEFIBRILLATION DEVICE

NA - Not Applicable

TREATMENT AUTHORIZATION

1 - Standing Orders

MOTOR VEHICLE IMPACT

☐ 4 - Rear

☐ 5 - Rollover

☐ 6 - Rotation

☒ NA - Not Applicable

SAFETY EQUIPMENT

☐ 8 - Eye protection

☐ 9 - Protective clothing / gear

☐ 10 - Pers float device

☒ NA - Not Applicable

LEVEL OF CARE PROVIDED

1 - BLS

DESTINATION TRANSFERRED

6 - Hospital

DESTINATION DETERMINATION

2 - Patient / Family Choice

RECEIVING FACILITY

CULPEPER REGIONAL HOSPITAL

<< Back Next >> Done

Press Alt + Up Arrow to show list.

INS CAPS 28-February-2002 12:18 PM

1. You may use the TAB key to navigate through the input boxes.
2. Use either the up / down or left / right arrow keys to scroll through choices in the combo boxes such as "Destination Transferred" or click on the down arrow to the right of each box.
3. Use the **Next** (ALT + E) and **Back Buttons** (ALT + B) or click on the tabs to select the different input screens (e.g. MED1, MED2).
4. Depending on the response given for Destination Transferred, pressing F3 or double clicking on "Receiving Facility" allows you to search for a specific hospital or EMS agency. If matches are found, F3 will advance through them.
5. To enter Cardiac Arrest Information, check the Cardiac Arrest check box. The Cardiac Arrest fields will become enabled for data entry. If the Cardiac Arrest data is not applicable to the call, the check box should remain unchecked.
6. Do not leave any information blank. If the field is not applicable or unknown, choose the appropriate response.

Reports



The **Reports** function will print a statistical report of the calls with Incident Reported Dates that fall between the Start Date and End Date you specify. Enter dates in MM/DD/YYYY format. You must also select an agency number for those who enter calls for multiple agencies. Click the **Print Button**, or press ALT + P to print the Statistics Report.

The screenshot shows a window titled "Reports" with a close button (X) in the top right corner. Inside the window, the text reads: "Enter report starting and ending dates as MM/DD/YYYY" followed by an example "Ex. 04/01/2000 05/01/2000". Below this text is a small icon of a calendar with a red arrow pointing to a date. To the right of the icon are three input fields: "Start Date:" with a date picker showing "/", "End Date:" with a date picker showing "/", and "Agency Number:" with a dropdown menu showing "44444". At the bottom of the window are two buttons: "Print" and "Menu".

Submit Transmittal File to Office of EMS



Use the **Create File** button to create a transmittal file to send to the Office of EMS. Complete the following steps:

The screenshot shows a window titled "PPDR - Create Transmittal File" with standard window controls (minimize, maximize, close) in the top right corner. Inside the window, the text reads: "Enter Starting and Ending dates for which data will be selected as MM/DD/YYYY. Ex. 04/01/2000 08/01/2000". Below this text is a small icon of a floppy disk. To the right of the icon are two input fields: "Start Date:" with a date picker showing "/" and "End Date:" with a date picker showing "/". At the bottom of the window are two buttons: "Create File" and "Menu".

1. Enter the Start Date and End Date. The file will include calls with Incident Reported Dates that fall between these two dates. Enter dates in MM/DD/YYYY format.
2. Click the **Create File Button**, or press ALT + C.
3. The Windows "Save As" screen will display. By default, the files are saved to the directory **C:\Program Files\VDH\PPDR**. If you choose to save the file to the C:\ drive, you need to copy the file to a floppy disk to submit your data to the Office of EMS. This can be done using "Windows Explorer" or "My Computer."
4. You can save the file directly to a diskette by changing the "Save In" field to "3 1/2 Floppy (A:)".

5. The file name defaults to **ppdr999999999.txt** (the first five 9's reflect your agency number and the next four 9's reflect the months of the Start and End Dates you specified). **Do not change this file name.**
6. Include the following information on the diskette label:
 - Agency Name and Number
 - File Name (Ex: ppdr999999999.txt)
 - Beginning and Ending Dates
 - Contact info (Name & Telephone number or e-mail address)
 - Software Version Number (Ex: 1.5)
7. Mail the diskette, ***in a mailer designed for diskettes*** to:
Office of EMS
PPDR Data
P.O. Box 2448
Richmond VA 23218

NEW! You can also upload this file through the Office of EMS Web Page located at <http://www.vdh.virginia.gov/oems/>. In the Find Programs box choose PPCR, Click on the PPDR File Upload link. You must enter your agency name and a password. If your agency has not been assigned a password or you do not know your agency's password, contact the Office of EMS to receive a new one.

Archive



Use the **Archive Button** to purge data from past quarters. It is recommended that archiving be done only when you are absolutely sure the quarter is complete.

PPDR - Database Archives

Active Database: Default Database

Start Date: / /

End Date: / /

Create ?

Archives

Qtr 1 2001.mdb
Qtr 2 2001.mdb
Qtr 3 2001.mdb

Load ?

Unload

Rename

Exit

The **Archive** feature copies those calls with Incident Reported Dates that fall between the Beginning Date and Ending Date specified to an archive database. Depending on the call volume, data can be archived as often as quarterly. It is recommended that the **Database Maintenance** function be performed immediately after data has been archived.

1. Enter the **Start Date** and **End Date**. Enter dates in MM/DD/YYYY format.
2. Click the **Create Button** or press ALT + C.
3. A warning message is displayed to recommend that data should be archived only after it has been submitted to the Office of EMS.
4. Click OK.
5. Enter a name for the archive file (i.e. Qtr12001) and click OK.
6. The filename specified (with the extension .mdb) will display in the Archives box.
7. Click Exit or press ALT + E to return to the PPDR Main Menu.
8. Click the **Database Maintenance** button.
9. The message "Compressing Database" will display. When the process is complete, a screen will display with the message "Done". Click OK.

Archives can also be loaded from this screen to make the data available for viewing, report printing, and generating submittal files. Archived data cannot be changed, even after it has been loaded.

1. Highlight the appropriate database file in the Archives box.
2. Click the **Load Button** or press ALT + L.
3. Click Exit or press ALT + E to return to the PPDR Main Menu.

4. The Data Entry, Reports and Create File functions will use the data that was loaded from the archived database file.

After an archived database has been loaded, it must be unloaded before changes can be made to the current data.

1. Click the **Archive Button** from the PPDR Main Menu.
2. Highlight the appropriate database file in the Archives box.
3. Click the **Unload Button** or press ALT + U.
4. Click Exit or press ALT + E to return to the PPDR Main Menu.
5. All functions will now use the current data from the active database.

You can rename an archived database by specifying an alternate database file name.

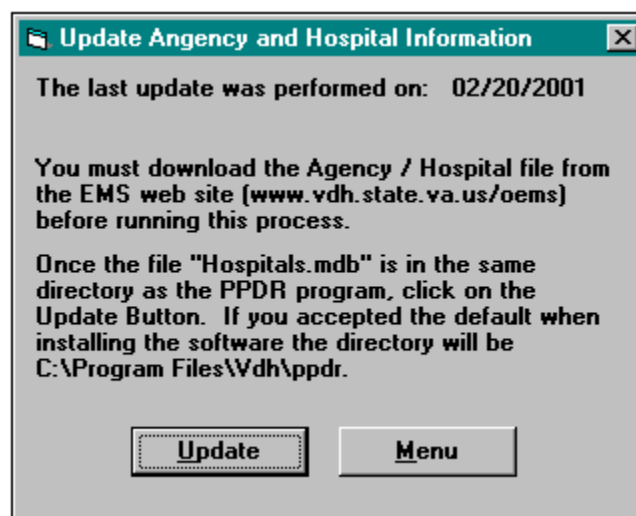
1. Click the **Archive Button** from the PPDR Main Menu.
2. Highlight the appropriate database file in the Archives box.
3. Click the **Rename Button** or press ALT + R.
4. Enter a different name and click OK.
5. The new filename specified (with the extension .mdb) will display in the Archives box.
6. Click Exit or press ALT + E to return to the PPDR Main Menu.

Update Agency and Hospital Listing



Use the **Agency and Hospital Listing Button** to update the list of Receiving Facilities on the MED 3 Tab. You must download the file "Hospitals.mdb" from the Office of EMS web page.

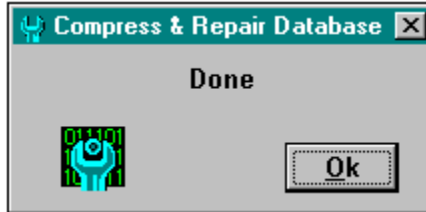
The web address is: <http://www.vdh.virginia.gov/oems/>. Click on the Pre-Hospital Patient Care Reporting Link that is located on the main page. You must download the file into the directory where the PPDR program is located. If you accepted the defaults when installing the program, the directory is C:\Program Files\Vdh\Ppdr. Click the **Update Button**, or press ALT + U. It is recommended that this function is performed once per month.



Database Maintenance



The **Database Maintenance** function will compress the PPDR database and attempt to fix any errors that exist. It is recommended that this function be performed once per month. When the database maintenance is complete, the following screen will display. Click the **OK** Button, or press ALT + O, to return to the Main Menu.



Exit



The **Exit** function will end the program.